

Maintenance Worker II

Department: Public Works
Reports to: Field Operations Supervisor

Created: October 12, 2011

Primary Functions of Work

The Maintenance Worker II position is under the general supervision of the Field Operations Supervisor. The position involves various Public Works activities associated with the operation, maintenance and repair of city owned facilities and infrastructure to ensure safe and efficient conditions. Completed task must have a professional appearance. The position also involves tasks in response to emergency situations.

The position is physically demanding, involving semi-skilled manual labor and the operation of a variety of light and heavy-duty equipment. The position will perform work tasks including but not limited to those identified below.

Essential Functions of Work

- Operating several different kinds of heavy and light equipment including backhoes, front-end loaders, sweepers, sewer jetting truck, rollers, snow plows, valve exercising equipment, and other related equipment
- Performing semi-skilled to skilled work in the maintenance and construction of streets, wastewater collection and water distribution systems
- Assisting with repairing water line breaks and water and sewer connection taps
- Assisting with servicing fire hydrants and monitoring fire hydrant pressure records
- Operating a sewer jet/vac unit and video equipment to conduct sewer main inspections
- Plowing snow and spreading salt
- Repairing asphalt, concrete, and chip and seal pavements, curbs and sidewalks
- Cleaning streets
- Striping pavement and installing traffic control signs
- Parkway tree trimming and removal
- Brick paver and landscape bed maintenance
- Repairing storm sewers and problems related to the storm sewer system
- Cleaning drainage ditches
- Cleaning and repairing sanitary sewer and correcting related problems to the sanitary sewer system

- Repairing water mains and correcting related problems to the water distribution system
- Performing minor building electrical and plumbing repairs
- Performing minor building construction including but not limited to painting, dry wall repair, carpentry, and computer cable installation
- Maintaining a variety of equipment utilized in the above-mentioned tasks
- Solving problems independently and collaboratively
- Expressing and exchanging ideas verbally and in writing
- Communicating with the general public, subordinate personnel, co-workers, Public Works Director and City Administrator
- Performing other duties assigned by the supervisor

Marginal Functions of Work

The marginal functions of the work include: assisting other departments and divisions as needed; making arrangements to share equipment and personnel with other departments; scheduling repairs and maintenance of equipment in coordination with the Field Operations Supervisor; carrying a cell phone for emergency response; and ensuring efficient and effective after-hours response.

Position Requirements

Experience: Persons employed in this position should have prior experience using standard tools and materials; and light and heavy duty equipment common in manual labor tasks. They should also have a history of operating a motor vehicle in a safe manner.

Education: High school diploma or GED.

Driver's license: Must possess Kansas CDL Class A driver's license with air brakes.

Residence: Must live within a 30 minute response time.

Skills: The employee in this position must have:

- thorough knowledge and purpose of the organization, current projects and responsibilities of all employees in the department
- the ability to understand and direct the safe and proper use of hand tools, light and heavy duty equipment, machinery, tools and vehicles
- the ability to operate and/or learn to operate a wide variety of light and heavy duty equipment including, but not limited to, dump trucks, end loaders, loader-backhoe combination, flusher/vacuum truck, chippers, and bucket trucks
- a strong mechanical aptitude
- the ability to recognize and understand the hazards of assigned work
- the knowledge to implement the proper safety precautions
- the ability to follow instructions given verbally and in writing and to relay this information to other co-workers

- knowledge of using surveying equipment and shooting grade, maintaining water distribution, storm water management, sewer system collection and park maintenance
- the ability to plan, organize, train and effectively supervise a group of maintenance and equipment operators in a manner conducive to full performance and high morale
- the ability to make decisions recognizing established procedures and practices, and to use resourcefulness in meeting new problems
- the ability to establish and maintain effective working relationships with employees, supervisors, other departments and the general public
- effective communication skills and ability to deal with the public in a professional manner
- the ability to work effectively and efficiently with others
- the ability to read fluently, write legibly and converse in the English language
- the ability to work overtime including weekends and holidays, and respond to off-hour emergency response calls in a timely manner
- the ability to work outdoors in all types of weather
- the ability to learn city facility locations and streets
- the ability to read construction drawings
- the ability to learn and develop new skills

Problem Solving

Independent and collaborative problem solving is a key requirement for this position. This employee encounters problems with equipment malfunctions, regulatory compliance, and availability of equipment, labor, and supplies.

Decision Making

Independent and collaborative decision making is a key requirement for this position. This employee makes frequent decisions about prioritizing departmental activities, performing duties in an efficient and effective manner, performing daily duties in a safe manner, and performing necessary repairs.

Supervision

Direct supervision provided by the Field Operations Supervisor. Decisions are subject to review by the Public Works Director and City Administrator. Employee is responsible for the supervision of subordinate personnel.

Personal Relations

Daily contact with the general public, subordinate personnel, co-workers, Public Works Director and City Administrator and occasional contact with Governing Body members is expected.

Working Conditions

The employee regularly works in all types of weather conditions near moving mechanical parts. The employee is frequently exposed to wet or humid weather conditions, extreme cold, extreme heat, extreme sun, high winds, severe snow, rain storms and flood conditions, vibration and street traffic. The job may require work in confined spaces and/or precarious places. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, sewer odors, aerosols and liquids and risk of electrical shock. The noise level in the work environment is frequently loud.

Physical Requirements

The position requires both near and far vision for inspecting work and operating assigned equipment (can be corrected); color vision and depth perception; normal hearing (corrected to within a normal audible range); talking; smelling; sitting; standing; reaching; stretching; twisting; turning; kneeling; bending; stooping; squatting; crouching; grasping; climbing; walking on level and slippery surfaces; lifting, lowering, carrying, pushing and pulling tools, equipment and supplies weighing 50 pounds or more (10 to 20 pounds constantly, 25 to 50 pounds frequently and 50 to 100 pounds occasionally); operating departmental equipment; manipulating hands and fingers in order to handle tools and complete tasks; and making repetitive hand movements.